

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
NORTHEAST MENTAL HEALTH & WELLNESS CENTER
TRANSFER OPPORTUNITY**



INTERMEDIATE TYPIST CLERK

THIS IS NOT AN OFFICIAL EXAMINATION

RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH

Northeast Wellness Center is seeking a highly qualified Bilingual Spanish-speaking individual to fill the position of Intermediate Typist Clerk. Northeast Wellness Center provides a supportive, encouraging, and hopeful experience for mental health consumers who are actively working to improve their connection to others and integration into community. Candidates who possess excellent administrative, organizational, verbal and written communication skills and an ability to function in a fast-paced environment are encouraged to apply.

EXAMPLE OF DUTIES:

- Promote a welcoming, supportive and friendly experience for mental health consumers and community
- Provide accurate information to mental health consumers and community about our program and direct inquiries to appropriate team member
- Input data into IBHIS, such as Posting, running reports, conducting client searches and updating client information
- Receive and log payments from clients and making bank deposits as appropriate
- Maintain and update program logs and rosters
- Organize, photo copy, scan, fax and distribute documents, as necessary
- Other duties as assigned by Program Manager

DESIRABLE QUALIFICATIONS:

- Bilingual Spanish-speaking preferred
- Ability to prioritize and organize assignments to meet deadlines
- Strong verbal and written communication skills
- Adaptable to changing priorities and flexible to meet program needs
- Highly-skilled in working with computer programs: IBHIS, Word, Excel, Outlook and Power Point
- Ability to represent our Department professionally and communicate effectively with community members and personnel within our Department, other County Departments, Contract Providers and the Public
- Knowledge of eCAPS

Interested individuals who are currently holding the payroll title of Intermediate Typist Clerk are encouraged to e-mail their resume, last two (2) Performance Evaluations, and last two (2) years of Time History **by June 5, 2015 to:**

**Carolina Esparza, Staff Assistant I
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Los Angeles, CA 90042
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Fax: (323) 254-3200
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